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NOTICE TO NEWLY APPOINTED CJA ATTORNEY

We have just appointed you as counsel pursuant to the Criminal Justice Act (CJA) and we have enclosed your CJA 20 Appointment Form. We are confident that you will provide legal representation in keeping with the highest traditions of advocacy. The procedures described in this notice will simplify the processing of your CJA claims and will help expedite payment. Failure to comply with the described procedures will result in your vouchers being returned to you unprocessed. ***Please review the following information carefully and note that the forms and instructions are available on our website. For additional guidance, see the Guidelines for the Administration of the Criminal Justice Act and Related Statutes (CJA Guidelines), Volume VII, Guide to Judiciary Policies and Procedures, which is also available for reference on our website.***

The court's CJA website address is www.ctd.uscourts.gov/cja. Please bookmark this site for future reference and access the site to download the forms and instructions you will need to submit claims for compensation and expenses. If you do not have internet access, please contact the Clerk's Office to request that the forms be mailed to you in paper. All CJA 20 appointment forms are issued only through the Clerk's Office and are not available on-line. All other forms and information needed for CJA claims are available on the website and include:

- *Instructions for completing CJA 20 Forms*
- *CJA 21 and instructions for experts and service providers*
- *CJA 23 Form (Financial Affidavit)*
- *CJA 24 Form and instructions for transcript requests*
- **Worksheets to claim compensation and expenses (AS OF JULY 15, 2008, ALL WORKSHEETS SUBMITTED FOR PROCESSING TO THE CIRCUIT OR DISTRICT COURTS WITHIN THE CIRCUIT, MUST BE TYPEWRITTEN ON THE OFFICIAL FILLABLE WORKSHEET FORM PROVIDED FOR THAT PURPOSE BY THE COURTS ON OUR WEBSITE. NO OTHER WORKSHEET FORM WILL BE ACCEPTED AFTER JULY 15, 2008.)**
- *Current list of hourly compensation rates for non-death penalty cases and mileage rates for all cases*

- *CJA 26 Supplemental Information Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum* (Excess Compensation Memorandums previously submitted will no longer be accepted effective 7/15/08.)
- *CJA 26A Guidance to Attorneys in Drafting the Memorandum Required for a Compensation Claim in Excess of the Case Compensation Maximum*

It is extremely important that you submit your CJA voucher on time and with the proper supporting documentation. The court's CJA website provides you with all the paperwork needed to submit your claim. In addition to the forms, please note the following important information:

- Vouchers must be submitted no later than 45 days after the final disposition of your case at the district court level. If you are submitting your voucher more than 45 days after the case has closed, you are required to submit an affidavit with the claim explaining the delay.
- In non-death penalty cases, you are not permitted to submit claims on an interim basis unless you have received advance approval from the presiding judge. To make such a request, please file a motion with the court and when granted, attach a copy of the order to each claim when submitted. This will save time when processing your voucher.
- All claims for compensation must be made in whole hours or in tenths of hours, as explained in the instructions for preparing the CJA 20 form. Claims that do not conform to this method of calculation may result in modifications to your claim or your voucher being returned to you unprocessed.
- As of July 15, 2008, you are required to use the court's typewritten fillable worksheets. No other worksheets will be accepted. Handwritten worksheets will also not be accepted. Submitting the proper supporting documentation will expedite the processing of your claim.
- Non-death penalty case vouchers which claim compensation that exceeds the statutory maximums (\$9,700 for felonies, \$2,800 for misdemeanors and \$2,100 for any other representation) require the completion of the fillable CJA 26, Supplemental Information Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum. Guidance for this is listed on our website (CJA 26A) and should be used when completing the CJA 26 form because your claims for excess payment will be analyzed in light of the information you provide in this form. Failure to include a CJA 26 in an excess compensation claim will delay the processing of your voucher and could result in the voucher being returned to you unprocessed.
- If you are filing claims on an interim basis, once your cumulative compensation exceeds the statutory maximum, you are required to attach a CJA 26 Supplemental Information Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum each time you submit a claim.

- Prior authorization must be obtained from the presiding judge for all investigative, expert or other services, where the compensation of the provider will exceed \$500. Requests should be by motion to the judge and a copy of the endorsement order should be attached to the claim for payment. All motions to incur expenses are sealed and must be submitted to the Clerk's Office with a disk containing the file in PDF format and a sealing envelope reflecting the case caption and description of the document. See paragraph 3.03 of the *CJA Guidelines* for an explanation.
- You are responsible for working with your providers to assure that their claims are correctly filled out and submitted for payment. It is your responsibility to give your experts the proper forms and instructions for making claims and to explain that their claims may require additional circuit approval if the cumulative compensation exceeds \$1,600 (*non-death penalty cases only*).
- Attorneys are automatically exempt from payment of electronic public access fees for work on CJA cases. You may contact the PACER service center at 1-800-676-6856 or through the internet at <http://pacer.psc.uscourts.gov> to establish an exempt account, which may only be used for work related to services rendered under the CJA.
- The Clerk's Office is required to audit your claims for technical correctness and allowable claims and approval of your claims is strictly within the discretion of the certifying judge.
- All appointed counsel are directed to the Local Rules of Criminal Procedure and the Standing Order on Discovery in Criminal Cases.

Bonnie D'Onofrio, Deputy Clerk-Hartford (860-240-3205) has primary staff responsibility for the processing of CJA 20, 21 and 24 vouchers in the Clerk's Office. If you need a CJA 20 form, you should contact the Clerk's Office where the case is assigned and ask to speak to any of the criminal docketing staff. They can assist you in getting the forms you need to submit your claims. Finally, the CJA website has a Frequently Asked Questions link, which may be a valuable source of information for you when submitting claims for payment.

For payment, all CJA 20, 21 and 24 vouchers should be sent to Clerk's Office, U. S. District Court, 450 Main Street, Hartford, CT 06103, Attention: CJA Audit Clerk.

Thank you for accepting this appointment and please let us know if you need assistance.

Robin D. Tabora, Clerk